

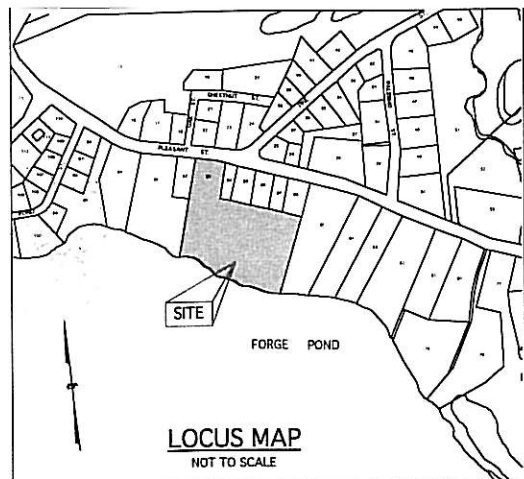
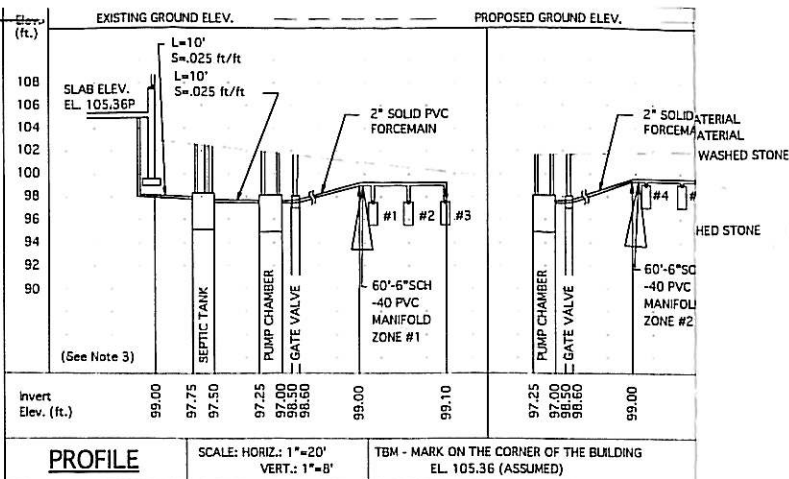
**APPENDIX A**  
MISER Population Projections  
and  
US Census Bureau Information 2000

## Westford Population Analysis 2006

based on umass.edu/miser/population

City/Town Name	Sex Code	Sex	Age Group Code	Age Group	1980 Census	1990 Census	2000 Census	2010 Projection	2020 Projection
Westford town	1	Male	1	0-4	485	702	921	795	797
Westford town	1	Male	2	5-9	631	692	1,067	795	796
Westford town	1	Male	3	10-14	834	594	980	1,205	1,041
Westford town	1	Male	4	15-19	718	628	662	1,039	774
Westford town	1	Male	5	20-24	470	497	277	519	639
Westford town	1	Male	6	25-29	448	541	299	407	640
Westford town	1	Male	7	30-34	618	764	634	402	753
Westford town	1	Male	8	35-39	568	815	1,173	599	814
Westford town	1	Male	9	40-44	506	802	1,179	900	571
Westford town	1	Male	10	45-49	399	601	875	1,250	637
Westford town	1	Male	11	50-54	294	473	740	1,104	847
Westford town	1	Male	12	55-59	255	377	524	808	1,162
Westford town	1	Male	13	60-64	188	247	349	602	909
Westford town	1	Male	14	65-69	129	214	270	426	668
Westford town	1	Male	15	70-74	80	126	142	233	413
Westford town	1	Male	16	75-79	46	78	132	178	292
Westford town	1	Male	17	80-84	27	34	58	69	121
Westford town	1	Male	18	85-89	13	17	32	54	79
Westford town	1	Male	19	90 plus	2	10	10	18	28
Westford town	2	Female	1	0-4	449	637	921	764	765
Westford town	2	Female	2	5-9	606	628	996	764	765
Westford town	2	Female	3	10-14	706	569	830	1,181	980
Westford town	2	Female	4	15-19	712	603	596	965	741
Westford town	2	Female	5	20-24	415	437	226	419	597
Westford town	2	Female	6	25-29	496	508	348	383	621
Westford town	2	Female	7	30-34	664	794	806	424	786
Westford town	2	Female	8	35-39	628	868	1,176	706	777
Westford town	2	Female	9	40-44	457	792	1,192	1,084	570
Westford town	2	Female	10	45-49	350	638	899	1,206	725
Westford town	2	Female	11	50-54	301	438	714	1,110	1,012
Westford town	2	Female	12	55-59	252	305	539	775	1,045
Westford town	2	Female	13	60-64	194	271	330	595	932
Westford town	2	Female	14	65-69	172	216	223	434	630
Westford town	2	Female	15	70-74	119	159	206	265	488
Westford town	2	Female	16	75-79	87	159	157	187	371
Westford town	2	Female	17	80-84	72	87	129	162	215
Westford town	2	Female	18	85-89	27	49	92	92	115
Westford town	2	Female	19	90 plus	16	22	50	65	83
Total Population					13,434	16,392	20,754	22,984	24,197
Total Population 60+					1,172	1,689	2,180	3,380	5,342
% of Total 60+					9%	10%	11%	15%	22%
Total School Age Population					4,207	3,714	5,131	5,949	5,097
% of Total School Age Population					31%	23%	25%	26%	21%
2000-2020 total population % GAIN									17%
2000-2020 60+ population % GAIN									145%
2000-2020 school age population % LOSS									-1%

**APPENDIX B**  
Septic Design



## DESIGN CRITERIA

Ref: The State Environmental Code, Title 5: Minimum Requirements For The Subsurface Disposal Of Sanitary Sewage

### GENERAL NOTES & SPECIFICATIONS

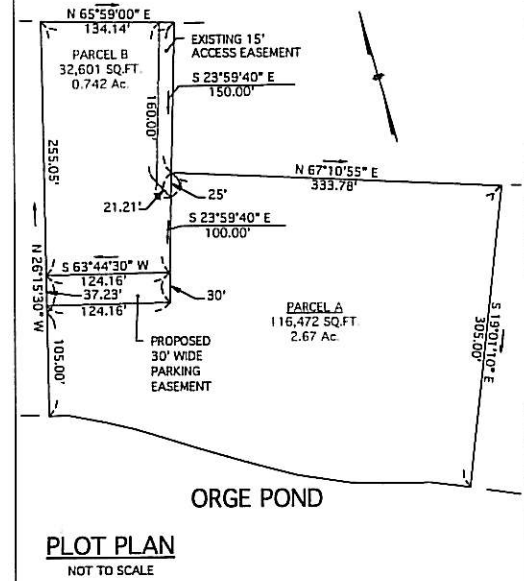
- This plan is intended for the location and design of the sewage disposal system only.
- The location, size and orientation of the building as shown is suggested in accordance with owner instructions or may be otherwise assumed. Should changes occur which alter the sewage disposal system/building relationship, the design engineer shall be notified for revisions to this design. Conformance with zoning by-laws shall be the responsibility of the owner.
- Groundwater elevations at the foundation have not been determined. It shall be the responsibility of the owner to ensure that cellar slabs are constructed above the groundwater elevation and/or to provide proper drainage.
- Designations shown as (min.) or (max.) only indicate that the dimension shown is specifically limited and does not imply that the value given can be liberally increased or decreased, respectively.
- Perimeter shown was compiled from the plan:
  - "Sketch Plan of Site Improvements for VFW Field, Forge Village, Westford, MA", prepared by NSRLA, Nicholas S. Reed ASLA, Landscape Architect, dated January 7, 2002.
  - "Plan of Land in Westford, Ma Prepared For Westford Conservation Commission" prepared by McGlinchey Associates Inc. dated August 14, 1991.
- The topographic information is taken from a field survey performed by LandTech Consultants, Inc. on December 19, 2001.
- This plan shows features which were visually apparent at the time the topographic survey was performed. No determination as to the existence of subsurface structures, utilities, etc. has been made and the absence of same is not implied or intended.
- There are no existing wells within 100 ft. of the leaching area and 100 ft. of the septic tank.
- There are no existing surface water supplies or tributaries to reservoirs within 100 ft. of the leaching area and 100 ft. of the septic tank.
- All new wells shall be installed 100 ft. (min.) from all leaching areas, 100 ft. (min.) from all septic tanks, and 50 ft. (min.) from all property lines. The location of a proposed well when shown is suggested only. No water service lines shall be within 10 ft. of any system component.
- There are no existing catchbasins, subsurface drains (including foundation drains) or dry wells within 25 ft. of the leaching area and 25 ft. of the septic tank.
- All large boulders, topsoil, and organic material shall be removed from the leaching area and for a distance of 5 ft. around the leaching area.
- All filling required for the construction of the leaching facility shall conform to Title 5, sect. 15.255 specifications, and shall be installed in 6" lifts using a vibratory compactor.
- All construction activity within 100 ft. of a wetland or resource area requires filing in accordance with the Wetland Protection Act M.G.L. c 131 sect. 40.
- It shall be the responsibility of the installer to notify the design engineer of any discrepancy between observed field conditions and conditions as described on this plan, before proceeding with the installation.
- This sewage disposal system is not designed for garbage disposal units, foundation drains or the backwash of water purification or filtration devices.
- Deviation from an approved plan is permissible only with the consent of the Board of Health and the design engineer.
- A benchmark shall be transferred to within 50' of the proposed system prior to construction.
- Subject parcel is located within a Nitrogen Sensitive Area Zone I, Zone II or MPA as shown on the Priority Resource Map for the Town of Westford, MA, dated March 13, 2000.
- This sewage disposal system is not designed for kitchen flow.

### PERCOLATION TEST RESULTS

HOLE:	1A	2A
BOT. EL:	94.0	CNS
RATE:	2 min./in.	2 min./in.
DATE:	5/4/04	9/27/04
ENGR:	MAW	DSK
INSP:	WESTFORD B.O.H.	WESTFORD B.O.H.

### DEEP OBSERVATION HOLE LOGS

HOLE NO.	SOIL TYPE	ELEV. (ft.)	SOIL TYPE	ELEV. (ft.)
1			2	
0	SAND LOAM A (10YR3/2)	99.00	PAVEMENT	101.40
	SAND LOAM B (10Y6/8)	98.17	PILL A (10YR2/2)	101.23
2		97.33	SAND & GRAVEL B (10Y6/8)	99.82
4	SANDY & GRAVEL C (2.5YR5/4)	92.00	SAND & GRAVEL B (10Y6/4)	98.82
6		89.00		
8	MEDIUM TO COARSE SAND (2.5YR6/3)			
10				
12				
14	ESHW @ 120" NO WATER NO REFUSAL		ESHW @ 120" NO WATER NO REFUSAL	
DATE:	5/4/04		9/27/04	
ENGR:	MATTHEW A. WATERMAN w/ LANDTECH CONSULTANTS, INC.		MATTHEW A. WATERMAN w/ LANDTECH CONSULTANTS, INC.	
INSP:	DARREN MACCAUGHEY w/ WESTFORD B.O.H.		JESSICA CAJIGAS w/ WESTFORD B.O.H.	



### DEED REFERENCES

BOOK 1365, PAGE 545

### ASSESSOR'S REFERENCES

MAP 53, LOT 91

### RECORD OWNER

TOWN OF WESTFORD  
55 MAIN STREET  
WESTFORD, MA 01886

### CALCULATIONS

OCCUPANCY: 300 PERSON OCCUPANCY  
DAILY SEWAGE FLOW: 8 g.p.d./person x 300 people = 2,400 gal.  
PERCOLATION RATE: 2 min./in.  
LEACHING REQUIREMENTS: 0.74 gal./s.f.  
SEPTIC TANK REQUIREMENTS  
CAPACITY: 200% x 2,400 gal. = 4,800 gal. 1 Compartment  
100% x 2,400 gal. = 2,400 gal. 2 Compartment  
LEACHING AREA PROVIDED (TRENCHES)  
SIDEWALL: 2 x 6 LINES x 92 ft. x 2 ft. = 2,208 s.f.  
BOTTOM: 6 LINES x 92 ft. x 2 ft. = 1,104 s.f.  
TOTAL: 2,208 s.f. + 1,104 s.f. = 3,312 s.f.  
DAILY SEWAGE FLOW CAPACITY PROVIDED  
3,312 s.f. x 0.74 gal./s.f. = 2,450.88 gal.  
SEPTIC TANK CAPACITY PROVIDED: 7,500 gal. (2 Compartments)

Whole or part is prohibited without the written consent of the design engineer and/or firm.

		<b>REPAIR - SEWAGE DISPOSAL SYSTEM</b>		Design
		SCALE: AS NOTED		EZD
		July 16, 2004		Draft
		20 PLEASANT STREET		EZD
		WESTFORD, MA		Check
REVISION	EZD			CML
ISION	BY			
		Prepared for:	TOWN OF WESTFORD 20 PLEASANT STREET WESTFORD, MA 01886	Job. No. 04-162
		LANDTECH Consultants, Inc. Civil Engineers, Land Surveyors, Project Management 484 Groton Road, Unit #1 Westford, MA 01886 (978) 692-6100		Sheet 1 of 2 Dwg. No. 7587



**APPENDIX C**  
Westford Special Town Meeting  
October 17, 2005

## **SPECIAL TOWN MEETING**

October 17, 2005

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot School on Monday, October 17, 2005, called to commence at 7:30 pm, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. Two hundred twenty-eight voters were in attendance as the meeting began.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:50 pm.

It was voted unanimously to allow Town employees and consultants who are not residents to address this meeting.

### **CONSENT CALENDAR**

The following four articles were DISMISSED unanimously under a consent calendar:

**Article 7: Chapter 90 Appropriation**

**Article 9: Capital Requests, Various Departments**

**Article 18: 527 Groton Road Sidewalk Easement**

**Article 19: Street Acceptance: Trailside Estate**

### **ARTICLE 1. Home Rule Petition to Allow Retired Police Officers to Work Details**

It was **VOTED** that the Town authorize the Board of Selectmen to file the following home rule petition with the legislature.

#### **BY HOME RULE PETITION TO THE MASSACHUSETTS LEGISLATURE FOR ENACTMENT:**

AN ACT RELATIVE TO THE APPOINTMENT OF RETIRED POLICE OFFICERS IN THE TOWN OF WESTFORD.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

**SECTION 1.** The manager of the town of Westford may appoint, as he deems necessary, retired Westford police officers as special police officers for the purpose of performing police details or any police duties arising therefrom or during the course of police detail work, regardless of whether or not related to the detail work. The retired police officers must have been regular Westford police officers and retired based on superannuation. The special police officers shall be subject to the same maximum age restriction as applied to regular police officers under chapter 32 of the General Laws. A special police officer must pass a medical examination, by a physician or other certified professional chosen by the town, to determine that he is capable of performing the essential duties of a special police officer, the cost of which shall be borne by the special police officer, prior to performing police details.

**SECTION 2.** Special police officers appointed under this act shall not be subject to chapter 31 of the General Laws or to section 99A of chapter 41 of the General Laws.

\$2,750	For the restoration and preservation of historic grave markers in Westford's historic cemeteries.	<i>Parks, Recreation, and Cemetery Department-Historic Preservation</i>
\$100,577	To fund the balance for Community Housing.	<i>Community Housing Reserve</i>
\$217,827	To fund the balance for Historic Resources.	<i>Historic Resources Reserve</i>
\$2,500	To the Community Preservation Committee for administrative expenses (administration expenses need to be appropriated annually. Any unused funds are returned to the undesignated community preservation balance).	<i>Community Preservation Committee</i>

*Selectmen Recommend Approval  
Finance Committee Recommends Approval*

#### **ARTICLE 7. Chapter 90 Appropriation**

This article was **DISMISSED** under the Consent Calendar.

#### **ARTICLE 8: Acceptance of Land in Lieu of Taxes: Map 7-65 and Map 7-64, Overlook Circle**

It was **VOTED** unanimously that the Town, pursuant to Mass. Gen. Laws c. 60 s. 77C and Mass. Gen. Laws c. 40, s. 8C, accept from Townsend Gardens Inc. and George Georges in lieu of foreclosure and for conservation purposes a deed to certain parcels of land comprising approximately 2.0 acres located off Mark Vincent Drive and identified as being shown as parcels 64 and 65 on Westford Assessors' map number 7 and further identified as being shown Lots 45 and 46 on Land Court Plan 18427-M; said land to be under the care and custody of the Conservation Commission for the protection of the natural and watershed resources of the Town.

*Selectmen Recommend Approval  
Finance Committee Recommends Approval*

#### **ARTICLE 9. Capital Requests, Various Departments**

This article was **DISMISSED** under the Consent Calendar.

It was **VOTED** to take Article 14 out of order so that it could be discussed with Article 10 and voted following the vote under Article 10.

#### **ARTICLE 10. Clarify STM 2004 Senior Center Capital Appropriation**

It was **VOTED** unanimously that the Town clarify the action taken under Article 10 at the Special Town Meeting of October 18, 2004 by authorizing the Board of Selectmen to expend FIFTY THOUSAND (\$50,000.00) DOLLARS for a feasibility study for the siting of a new senior center and/or expansion of the current site.

Mr. Shaffer requested that the Historical Commission have input into the feasibility study if the Cameron Senior Center is expanded because it is an historic building.

*Selectmen Recommend Approval  
Finance Committee Recommends Approval*

**ARTICLE 14. Transfer of Care and Custody of a Portion of Cameron School Conservation Land from the Conservation Commission to the Council on Aging**

It was VOTED by a two-thirds majority that the Town, pursuant to MGL Chapter 40, S. 15A, transfer from the Conservation Commission to the Council on Aging, the care, custody and control of, and to change the use thereof for expansion of the Cameron Senior Center, the land currently under the care and custody of the Conservation Commission located southerly of, but not abutting Pleasant St. identified as being a portion of that land being shown as Parcel 91 on Westford Assessors' Map Number 53; and further identified as being that land shown as "Parcel "A"" on a plan of land entitled "Plan of Land in Westford, MA. Prepared for Westford Conservation Commission" dated August 14, 1991 by Richard L. McGlinchey; and

And that the Town, in order to meet the intent of Article 97 of the Massachusetts Constitution, transfer, from the Board of Selectmen to the Conservation Commission, the care and custody and control of land located at the end of Bradford St. identified as that land being shown as Parcel 2 on Westford Assessors' Map Number 52, and further identified as being that land shown as "Lot B" on a plan of land entitled "Plan of Land in Forge Village, Westford, Mass. Belonging to Abbot Worsted Company", dated January 31, 1956 by Frederick Burne and recorded at the Middlesex North District Registry of Deeds at Book of Plans 87, Plan 59A (sometimes referred to as the "Indian Meeting Ground" parcel); and

And that the Town transfer, from the Tax Possession Sale Committee to the Conservation Commission, the care and custody and control of land located westerly of Brookside Road identified as being that land shown as Parcels 5 and 50 on Westford Assessors' Map Number 67, and further identified as being a portion of that land being shown as "Lot No. 1" on a plan of land entitled "Plan of Land in Brookside, Westford, Mass." dated February, 1905 by Smith and Brooks, Civil Engineers and Recorded at the Middlesex North District Registry of Deeds at Book of Plans 21, Plan 49A;

All actions to be conditional upon authorization from the Massachusetts Department of Environmental Protection and the Massachusetts Legislature, the General Court; and

That the Town authorize the Board of Selectmen to file special legislation with the General Court authorizing the transfer from the Conservation Commission to the Council on Aging, the care, custody and control of and the change of use thereof from conservation to the expansion of the Cameron Senior Center, the land currently under the care and custody of the Conservation Commission located southerly of but not abutting Pleasant St., identified as being a portion of that land being shown as Parcel 91 on Westford Assessors' Map 53, and further identified as being that land shown as Parcel "A" on a plan of land entitled "Plan of Land in Westford, MA. Prepared for Westford Conservation Commission" dated August 14, 1991 by Richard L. McGlinchey; on condition that the above referenced parcels are transferred to the care, custody and control of the Conservation Commission.

Except that, the entire vote under this article 14 is contingent upon the Permanent Town Building Committee's feasibility study finding that the Senior Center should be relocated and/or expanded to the Conservation Commission parcel A referenced in the first paragraph of this motion; in the event that said finding is made by the said committee then this vote shall take effect upon the receipt by Board of Selectmen of said finding.

*Selectmen Recommend Approval*

**APPENDIX D**

Westford Listings on the National Register of Historic Places  
Forge Village Historic District

## ***Westford Listings on the National Register of Historic Places***

### ***The National Register of Historic Places***

The **National Register of Historic Places** is a listing of buildings, structures, sites, objects and districts significant in our nation's history, culture, architecture or archaeology and that are worthy of preservation. It is a federal designation, administered by the Secretary of the Interior through the Massachusetts Historical Commission as the State Historic Preservation Office. Listing in the National Register provides formal recognition of the property's significance, certain federal tax incentives for owners of income-producing property, and limited protection from federally funded, licensed or assisted projects. In addition, listing on the National Register can provide some exemptions from the state building code.

National Register listing in no way limits the owner's use of the property and places absolutely no restrictions or conditions on changes made by a private property owner unless there is state or federal involvement in a project or unless some other regional or local regulation is in effect. Nominations to the National Register are usually initiated by a property owner or by the local historic commission and do not require any local government approval. Property owners have the right to object to listing on the National Register, and a district will not be listed if the majority of the owners object.

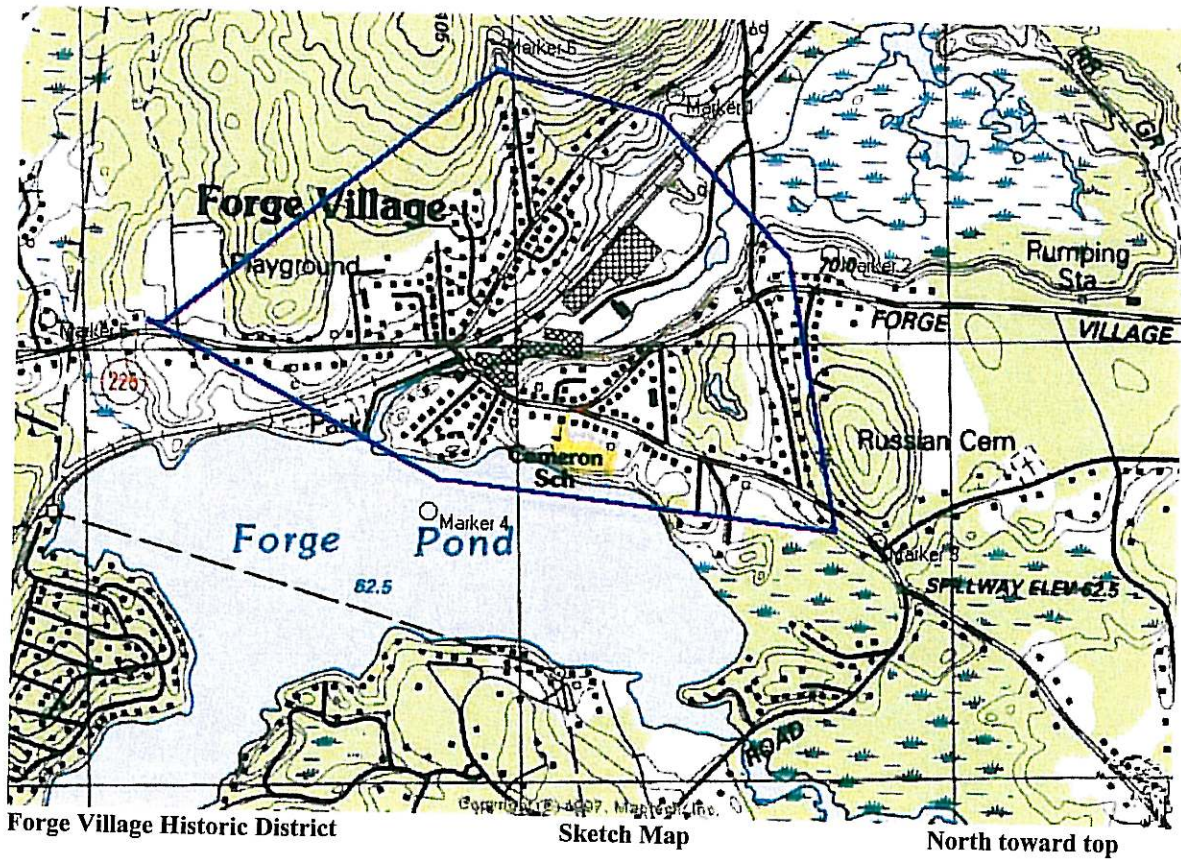
The National Register should not be confused with a Local Historic District, which may be established by towns to preserve the unique characteristics of a certain area and may require review of exterior changes to a building by a Local Historic District Commission. Westford has no Local Historic Districts.

Properties listed on the National Register are also automatically included on the State Register of Historic Places. This provides limited protection from adverse effects by state funded, licensed or assisted projects. More importantly, it enhances the opportunity for owners of municipal or private nonprofit properties to apply for 50% matching state grants through the Massachusetts Preservation Projects Fund.

As early as 1976, in its second year of existence, the Westford Historical Commission began the process to place Westford Center on the National Register of Historic Places. This work culminated on August 28, 1998, when Westford Center was placed on the National Register by the Department of the Interior's, Parks and Services Office, Washington, D.C. Listing on the National Register is accomplished by completing a detailed nomination form (NPS Form 10-900) that describes in some detail the historic, architectural and cultural features of the site. The following list names the sites that Historical Commission has nominated and the status of each nomination. Links are provided to extracts from the nominations for each site. They provide a nice overview of the history of each site with some biographical information on persons associated with each site. Copies of the complete nominations are available at the J. V. Fletcher Library and the Westford Museum.

<b>Site</b>	<b>Status</b>
Westford Center Historic District	Listed on National Register August 28, 1998
Graniteville Historic District	Listed on National Register January 17, 2002
Forge Village Historic District	Listed on National Register May 2, 2002
Brookside Historic District	Listed on National Register January 23, 2003
Parker Village Historic District	Listed on National Register May xx, 2003
Fairview Cemetery	Nomination sent to state May 2002
Westlawn Cemetery	Nomination sent to state May 2002
Hillside Cemetery	Nomination in progress, submit to state June 2003
Wright Cemetery	Nomination in progress, submit to state June 2003
Russian Cemetery	Nomination in progress, submit to state June 2003
John Proctor House, 218 Concord Road	Listed on the National Register February 4, 1993
Henry Fletcher House & Barn, 224 Concord Road	Listed on the National Register August 8, 1990





Go to next section.

## ***Forge Village Historic District***

### ***Description***

#### **Introduction**

Forge Village is an industrial and residential village in the town of Westford, Middlesex County, Massachusetts. It is the location of the former Abbot Worsted Mill that comprises the central architectural feature of the village. A branch of the former Boston and Maine Railroad passes through the village along the banks of Stony Brook. Architectural resources consist of moderate to well-preserved residential, institutional, commercial and industrial properties built during the Colonial to Early Modern Periods. Most buildings are either multiple or single unit factory worker housing but several commercial and industrial resources exist as well as a former religious mission, a historic playground and two former schools. Two hundred seventy-four historic buildings exist in the district. One historic site and five historic structures are also present. Architectural styles include Colonial, Federal, Greek Revival, Second Empire Victorian Eclectic, Queen Anne, Colonial Revival, Bungalow and Cape Cod. Boundaries of the district are determined by changes in density of historic resources and by topographic changes.

The town of Westford is located in the coastal lowland region of the commonwealth, approximately 10 miles south of the New Hampshire border and 30 miles west of Boston. The town is bordered on the east by Chelmsford, on the south by Acton and Carlisle, on the west by Groton and Littleton and on the north by Tyngsborough. The area of the town is 31 square miles.

The village is set along the banks of Stony Brook and on the sloping hills to the north and south. Small residential lots with single and multiple unit dwellings are typical with the central section of the area occupied by the multitude of large industrial buildings of the former Abbot Worsted Company (now Courier Corporation, a textbook printing company). Physical relationships of the buildings varies from dense residential development, such as on Smith and Orchard Streets, to large former agricultural homes on large lots, as on West Prescott and Pleasant Streets. The towers of the former Abbot Mill are visible from many points in the village. Residential buildings are typically within 25 feet of streets and arranged in a dense pattern typical of company-built housing from the late 19<sup>th</sup> and early 20<sup>th</sup> century. Industrial properties are built of brick and set close to the road, forming an industrial streetscape along the east side of lower Pleasant Street. The core of the district is where Pleasant Street crosses the former Boston and Maine Railroad and joins East and West Prescott Streets. The combination of industrial and commercial activity and rail traffic creates a village atmosphere similar in nature and size to that of Graniteville, one mile to the east. The Forge Village Historic District retains integrity of design, feeling, association, materials and workmanship.

#### **Development**

Members of the Prescott family of Groton began occupying Forge Village during the Colonial Period for the purpose of operating their grist mill on Stony Brook and, later, manufacturing iron from bog-ore they mined in Groton. Presence of mills and the forge is reflected on maps produced in 1795, 1830 and 1855. The Stony Brook Railroad began service in the valley in 1848 and provided a connection between Lowell and Ayer, two important regional rail hubs. Shortly after its completion, several of the railroad's board members introduced large-scale iron-manufacturing to the village. The forge began manufacturing axles and other machined iron parts in 1853 under the name Westford Forge Company. Customers included the Stony Brook Railroad, machine shops in Lowell and Lawrence and local shops. The forge remained in business until 1865 when the Forge Village Horse Nail Company overtook the forge's operations. The nail company occupied the former forge building until 1877 when it too went out of business. Subsequently, the Graniteville-based Abbot Worsted Company acquired the forge and expanded their manufacture of carpet yarn here in 1879. They acquired the old forge which served as the manufacturing facility for woolen goods until it was replaced with the current brick mill in 1910.

Abbot Worsted began its program of intensive residential construction for its workers during the late 19<sup>th</sup> century. Bradford Street, which was first developed around 1885, is the site of the district's earliest worker housing. After that time, the company began recruiting workers from Ireland, Scotland, Russia and other European countries to fill

in the factory were scouring or picking, washing and drying in which impurities such as sticks, oil and dirt were removed from raw wool by machinery developed in Forge Village by the C. G. Sargent Company as well as machines that were manufactured by the Prince Smith Company and imported from England. Scouring and washing operations were located on the middle level of the **Top Mill (SEE Map, Mill Building)** one floor below the sorting room. The next step was to sort the wool according to thinness or coarseness of the fibers, which varies from one breed of sheep to another and determines the type of yarn to be made. Sorting at the Abbot Worsted mill took place on the top floor of the Top Mill and was carried out by relatively high-level employees. Carding and combing were the subsequent steps in the preparation of wool for spinning into yarn, all of which took place on the bottom level of the three-story Mill. Tasks in the Top Mill were carried out by male employees. In 1893, five mill buildings existed and were supported by three store houses.

Sorted, washed and combed wool was taken to the **Yarn Mill** to be drawn, where the wool was separated by weight; it was then spun and twisted into yarn for carpets, clothing, knitting or furniture upholstery. Yarn was then shipped in one of several formats. The final product, worsted yarn, was either wound, reeled, redoubled or hanked (coiled) and delivered to the buyer who would dye it, after which it could be woven or knitted. Worsted yarn requires longer strands and the removal of short strands in order to create a smoother quality than other types of yarn. The yarn is most frequently woven or knitted into hosiery, suiting and fabrics. Women and children were employed in the Yarn Mill. Children were supposed to have been at least 14 years of age but that guideline was not always followed according to former employees. Children below 14 were occasionally hidden in baskets during inspections by labor authorities. Children were also, however, encouraged to work half-days by the company, and to attend school the remainder of the day.

### *Secondary Industry*

Between 1853 and 1910, many smaller businesses existed in Forge Village, such as an ice house, blacksmith shops, small retailers of groceries, butchers and farmers. Of course most owed their existence to the railroad, the Westford Forge Company or one of its successors. Thomas Hittinger of Boston owned the ice house, located from around 1870-1930 west of the mill between the railroad and the pond. The operation employed 50 hands at the peak of the harvesting season in 1880 and remained in operation for 10 out of 12 months each year. Blacksmith shops typically employed fewer than five people, as did retail store owners.

### *Architecture*

#### *Residential*

Many of the houses constructed during the period were Victorian Eclectic style multiple-unit dwellings built by the Abbot Worsted Company to house its employees. The earliest examples are from around 1885 and exist on Bradford Street. The house at **5-11 Bradford Street** is probably the earliest surviving company-built house. The 1885 town valuations enumerate three residences called "blocks", a description that fits the multiple unit dwelling. Another block stood parallel to Pleasant Street between Bradford and Pond Streets but was demolished in the early 20<sup>th</sup> century. Six of the 10 other houses on Bradford Street are Abbot Company worker houses, also from the late 19<sup>th</sup> century. The former worker residences at **1-3, 8-10, 12-14, 16-18, 20-22 and 24-26 Bradford Street** were built by the time of the 1889 Walker map of Westford. Residents of Bradford Street around the turn of the century included Israel Berthiaume, an operative living at **30 Bradford**; Francis Lowther was an overseer at Abbot's and lived at **17 Bradford**; the laborer James McMurray lived at **21 Bradford**. Most houses on Bradford Street and other company developed streets remained under Abbot Worsted Company ownership until around 1940.

Three houses on Pleasant Street bear a strong similarity to one another and were probably built by the Abbot Worsted Company. **Thirty, 36 and 38 Pleasant Street** are ornate Victorian Eclectic Style homes built between 1875 and 1889. They are marked on the 1889 atlas as "Abbot & Co.". Resident directories indicate that a mill operative named James Berry was the resident of #38 in 1890. Thomas Brophy Jr. and Thomas Brophy Sr. both worked as mill operatives and lived at **39 Pleasant Street**.

Pond Street was developed starting in 1906 with three worker houses described in the local newspaper the *Westford Wardsman*, as cottages. These are among the group at **4-16 Pond Street** although the article does not specify the



individual houses. They are single-family homes that continue to function in that capacity. Additional single family homes were built here in 1909. The three double-houses at **11-13, 15-17 and 19-21 Pond Street** were built for the Abbot Worsted Company by the contractor P. Henry Harrington in May, 1909. Mr. Harrington was a busy local contractor who is responsible for construction of the Frost School in Westford Center, the Abbot Worsted company offices at the east end of Bradford Street and many worker residences in Graniteville. The duplexes on Pond Street are at the western end near its intersection with Bradford Street. Residents around the turn of the century according to resident directories included the mill operative Frederick Amission at #12, and stone cutter John L. Flynn at #14. Residents of Pond Street in 1910 included Helen Byrnes, a mill operative, and James Byrnes, a painter; Hugh Daly, a wool sorter; mill operative William DeRoehn and Alfred Drolet, an overseer in the Abbot mill. Houses in the neighborhood were under company ownership until around 1940.

Story and Canal Streets were first developed near the end of the Industrial Period. Examples of worker housing line these dense residential streets that are arranged as a short loop and a cul-de-sac. These were built near the end of the period, around 1900.

### **Institutional**

The Abbot Worsted Company had a hall built on Bradford Street around 1880 to house stage performances, meetings and social events and, later, motion pictures. Musicians on piano, trumpet and violin accompanied the early silent films. Four bowling alleys, six pool tables and two dressing rooms occupied the ground floor. An assembly hall and reception rooms were upstairs where meetings took place and an occasional Vaudeville show was staged. A library was operated in the building as well. In addition to the secular activities, Episcopal church services were held by residents of the Groton School community as part of their public outreach program. A historian at the school who is familiar with the papers and the activities of Franklin Roosevelt while at Groton believes the Forge Village legend that Roosevelt preached Sunday School service in the hall is entirely possible. An outdoor skating rink was available to residents and the local hockey team, the Forge Village Arrows. Employees of the company operated the hall and theater until the mid 20<sup>th</sup> century. The Victorian Eclectic style building was attached to the rear of the garage of the Abbot company offices at the foot of Pleasant Street but was demolished in 1980.

**Cameron School at 20 Pleasant Street** was built in 1872 and named for Allan Cameron, who arrived as an immigrant from Scotland in 1843 and worked his way into a management position in the mills in Lowell. Mr. Cameron became a wholesale textile buyer, salesman, worsted carpet manufacturer and bookkeeper who was a partner in the Abbot Worsted Company. He served in Westford as a trustee of Westford Academy, director of the public library, school committee member and lieutenant in the cavalry. His residence is a large ornate Victorian Eclectic style building located at **39 Main Street in Westford Center**. The school building served as classroom space for grammar school students until the 1980s. The building was enlarged in 1908 according to a design by the architectural firm Derby and Robison, a partnership that specialized in Colonial Revival style residential design, largely around Concord, Massachusetts. Local builder P. Henry Harrington performed the work.

The **Saint Andrew's Mission** was built at **25 Pleasant Street** in 1903 to promote the Episcopal faith. The Victorian Eclectic style building was dedicated on October 3 in a ceremony presided over by clergy of the Groton School. The nearby Episcopal college preparatory school was under the charge of Reverend Endicott Peabody who envisioned Forge Village as a location in need of religious opportunity. The mission held picnics and festivals in addition to traditional church services until 1963 when services were moved a new building.

### **Commercial**

The Splain Store at **2 East Prescott Street** was built around 1896 and served as retail space for a grocer until some time after 1911 according to resident directories. The store was run by Daniel Splain, a graduate of Westford Academy around 1890 and of the Lowell Commercial College, after which he worked in Boston as a clerk. He was post master of Forge Village and died there in 1902, leaving the store in the charge of Abbie Splain. The building was used as a station or waiting room for the Fitchburg and Lowell Street Railway, which operated streetcars between Chelmsford and Ayer from 1907-1921.

operative Co., a grocer and provisioner, existed in the house at **9 Pond Street**; Joseph LeClerc operated a grocery store on the east end of West Prescott Street; a branch of the Lowell Institute for Savings was located at **4 West Prescott Street**; Catherine and Edward Hanley operated Hanley & Co., a general store at the East end of West Prescott Street; E.E Gray Co. was another grocer in the heart of Forge Village as was Wosil Seadah; Edward Spinner had a candy store at Story Street near West Prescott in 1930; the ice retailer D. Gage & Co., located between the pond, the railroad and West Prescott Street survived into the 1930s and employed at least three Forge Village residents; the Boston and Maine Railroad employed 9 people in the Village in 1930. At least three farmers lived in the district at the time, probably near the west edge of the district. Olga Remis was the teacher at the Cameron School in 1930. A small number of quarrymen employed in Forge Village lived in the village.

## *Architecture*

### *Commercial*

The Queen Anne style building at **16-18 Pleasant Street** was built around 1910 and also functioned as a store during the early 20<sup>th</sup> century. Victor Pigeon operated the small grocery here according to the resident directory of 1910. This was rehabilitated into an apartment house in 1912. Additional retail establishments existed in the Colonial style Forge Village Tavern that was demolished in 1976. A photo depicting the Forge Village depot around 1950 shows a wood-framed, side-gabled building of one story and no architectural detail. It was located at the current site of the War Memorial.

### *Residential*

Abbot Street was the final residential subdivision built by the Abbot Worsted Company. Small, one-story Colonial Revival and Cape Cod homes were sold beginning in 1938. Palermo, Pershing, Elm, Orchard, Lincoln, East Prescott, Canal, Chestnut, Oak, Pine and Pleasant Street also experienced significant additions to their housing stock during the Modern Period. Many of the homes built around this time have detached garages, indicating the increasingly important role played by the automobile. Most are single-family units rather than multiple family houses as were built frequently during the Industrial Period.

### *Institutional*

The Saint Andrew's Mission continued its mission to promote the Episcopal faith in association with the religious leaders of the Groton School. Laird W. Snell was reverend and rector at the mission but he lived in Ayer. The existing firehouse was built in 1941 according to an entry in the town report.

### *Recreational*

The Abbot Worsted Company, under the direction of John C. "Jack" Abbot, bought land on West Prescott Street around 1915 to use as a baseball diamond and soccer field. The company sponsored teams that competed in the Greater Lowell Twilight Baseball League, and regional soccer tournaments from 1919-1926. The team traveled to different parks around the greater Boston area and was well known in its dark blue and white uniforms according to a local newspaper columnist. The field may have been used for soccer as well given that the company sponsored a team in this sport.

The district's embodiment of period design characteristics continued to be illustrated through the numbers of company-built residences, by now arranged in modern subdivisions of Colonial Revival and Cape Cod houses. Abbot Worsted constructed single and multiple-unit worker residences well into the 20<sup>th</sup> century. Its final foray into home building came in 1938 with the construction of Abbot Street homes that were sold to employees in the 1940s. The Westford villages of Graniteville and Brookside, both focused on an industrial core, remain the areas most comparable to Forge Village in terms of housing density, scale and design refrain. While Cape Cod houses and some industrial buildings may lack individual distinction, the ensemble they create represent an entity that is distinguishable to residents as a village with clear boundaries, architectural character and strong sense of community.

## **Conclusion**

The company had acquired, held and then lost an enormous amount of influence over the local community during its period of operations. The very shape of the streets and forms of the buildings is in almost every case directly attributable to the ideas and actions of the directors of the Abbot Worsted Company. The brick mill complex defines with its ornate Victorian facades the core of the village. Fully half the architectural resources of the district are worker houses. Many more are related outbuildings also constructed by or for the company. The streets the houses face were laid out by Abbot Company employees and of course they all lead to the mill. While the amount of influence the company had over its community of employees was large, it is extremely rare to find a discontented voice in the historical record. Instead, in a 1925 civic booster cartoon of resources and activities of the town of Westford and in a 1934 newspaper column, the company village is referred to by separate writers as a Utopia. These accolades were written at a time of great labor unrest throughout the country, union organization and frequent strikes by industrial workers brought about by mismanagement on the part of large corporations concerned only with financial and not human resources. Employee loyalty inspired by this attitude of benevolent paternalism allowed the Abbot Worsted Company to survive into the 1950s when other New England mills had been closed for decades. It is rare even today to find a former Abbot Worsted employee or long time resident of "Forge", as it is called, with negative recollections of the company or the village.

In February, 2000, a proposal was filed by a corporation engaged in real estate redevelopment to adapt the mill for use as apartments. Working under the Tax Reform Act, the corporation intends to carry out a certified rehabilitation project on the mill which involves maintaining the Secretary of the Interior's Standards of Rehabilitation. The standards exist to insure that significant historic elements and materials of the mill are retained and that no unnecessary demolition takes place. That work is currently in the planning stage.

## **Geographical Data**

### **Verbal Boundary Description**

The Forge Village Historic District is bounded on the northeast by Kissacook Hill, a 127-meter eminence. The eastern edge of the district is marked by an estuary of Stony Brook. The western border approaches the Groton town line. The southerly border of the district is largely the shore of Forge Pond. Boundaries are indicated graphically on the sketch map attached below.

### **Boundary Justification**

The boundaries of the Forge Village Historic District were selected for their demarcation of the limits of the historic fabric of the village. The subdivisions of worker housing on Story, Elm, Lincoln and Orchard Streets at the northeastern edge of the district have provided housing to residents of the village since the early 20<sup>th</sup> century and retain integrity of materials, design and setting. The former Abbot Worsted mill and Palermo, Pine and Abbot Streets line the eastern boundary of the district. The historic Abbot mill is the core of the district and gave rise to the construction of the residences that surround it. Forge Pond on the southern boundary was the power source for the mill when it was run by water wheels from the 17<sup>th</sup> to the 19<sup>th</sup> centuries. The western arm of the district is occupied by houses located on West Prescott Street. Some are Abbot-built worker houses and others are former farmhouses built prior to the mid 19<sup>th</sup> century. Streets within the district's boundaries include Bradford, Pond, Smith, Pershing, Pleasant, Canal, Chestnut, East Prescott, Pine and Oak Streets. Most are densely lined with residential construction occupied at one time by mill employees. Streets within the boundaries all contain a high density of historic structures, buildings and objects that lend a sense of historical integrity to the Forge Village Historic District.



**APPENDIX E**  
MGL Chapter 148: Section 26G

# Catlin Architecture

10 Granite Street, Quincy, MA 02169

(617)-770-2440  
fax (617)-770-2442

## PHONE NOTE

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Project No.: 26008

Project: Cameron Senior Center Feasibility Study, Westford, MA

Between: Heidi Sokol

and: Donald Parsons, Fire Prevention

from: Town of Westford Fire Department

on: 1/9/2007

Telephone: 978-692-5542

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"In Brief" -- Mr. Parsons confirmed that the Town of Westford adopted MGL Chapter 148, Section 26G in 1984.

This provision requires that every building (nonresidential buildings or additions) over 7,500 gross square feet in floor area be protected throughout with an adequate system of automatic sprinklers in accordance with the provisions of the state building code.

Therefore, unless some appeal was made to the head of the fire department or some exception granted, it appears that the Cameron Senior Center should have had a sprinkler system installed in 1993 or since then. The Cameron Senior Center building is +/- 14,200 gross square feet, including the basement.

# The General Laws of Massachusetts

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## PART I. ADMINISTRATION OF THE GOVERNMENT

### TITLE XX. PUBLIC SAFETY AND GOOD ORDER

#### CHAPTER 148. FIRE PREVENTION

##### **Chapter 148: Section 26G. Nonresidential buildings or additions; automatic suppressant or sprinkler systems**

Section 26G. In any city or town which accepts the provisions of this section, every building of more than seventy-five hundred gross square feet in floor area or every addition of more than seventy-five hundred gross square feet in floor area shall be protected throughout with an adequate system of automatic sprinklers in accordance with the provisions of the state building code; provided, however, that in the case of said addition, such an adequate system of automatic sprinklers shall be installed in said addition only. No such sprinkler system shall be required unless sufficient water and water pressure exists. For purposes of this section, the gross square feet of a building or addition shall include the sum total of the floor areas for all floor levels, basements and sub-basements, measured from outside walls, irrespective of the existence of interior fire resistive walls, floors and ceilings. This section shall not apply to buildings used for agricultural purposes as defined in section one A of chapter one hundred and twenty-eight.

In such buildings or additions, or in certain areas of such buildings or additions, where the discharge of water would be an actual danger in the event of fire, the head of the fire department shall permit the installation of such other fire suppressant systems as are prescribed by the state building code in lieu of automatic sprinklers. Automatic suppressant or sprinkler systems shall not be required in rooms or areas of a telephone central office equipment building when such rooms or areas are protected with an automatic fire alarm system. Sprinkler systems shall not be required in a one story building having a fire resistance rating as prescribed in the state building code that is used solely for offices provided the building is protected by an automatic fire alarm system. Sprinkler systems shall not be required in open-air parking structures, defined as: buildings, structures, or portions thereof, used for parking motor vehicles and having not less than twenty-five per cent of the total wall area open to atmosphere at each level, utilizing at least two sides of the structure. This section shall not apply to buildings or additions used for residential purposes.

The head of the fire department shall enforce the provisions of this section.

Whoever is aggrieved by the head of the fire department's interpretation, order, requirement, direction or failure to act under the provisions of this section, may, within forty-five days after the service of notice thereof, appeal from such interpretation, order, requirement, direction or failure to act to the automatic sprinkler appeals board as provided in section two hundred and one of chapter six.

**APPENDIX F**  
Sections 9.3A and 9.4  
Westford Zoning Bylaw  
Updated July 28, 2006

copies of required information and documentation have been filed with the special permit granting authority.

**9.3.4 Plans.** An applicant for a special permit shall submit a plan in substantial conformance with the requirements of Section 9.4, herein.

**9.3.5 Conditions.** Special permits may be granted with such reasonable conditions, safeguards, or limitations on time or use, including performance guarantees, as the special permit granting authority may deem necessary to serve the purposes of this Bylaw.

**9.3.6 Lapse.** Special permits shall lapse if a substantial use thereof or construction thereunder has not begun, except for good cause, within 24 months following the filing of the special permit approval (plus such time required to pursue or await the determination of an appeal referred to in G.L. c. 40A, s. 17, from the grant thereof) with the Town Clerk.

**9.3.7 Regulations.** The special permit granting authority may adopt rules and regulations for the administration of this section.

**9.3.8 Fees.** The special permit granting authority may adopt reasonable administrative fees and technical review fees for applications for special permits.

**9.3A SPECIAL PERMIT PERFORMANCE STANDARDS FOR MAJOR COMMERCIAL PROJECTS AND MAJOR RETAIL PROJECTS [Added 5-7-2005 ATM Art. 16]**

**9.3A.1 Purpose.** The following performance standards have been adopted in order to control the size, scale, and impacts of Major Commercial Projects and Major Retail Projects which require a special permit for use from the Planning Board. The specific purposes of this Section are:

- 1. Lighting.** To reduce light pollution, light trespass and glare in order to preserve and enhance the natural, scenic, and aesthetic qualities of the Town; conserve energy and decrease lighting costs without decreasing night time safety, security, and productivity; and preserve the night sky as a natural resource to enhance nighttime enjoyment of property within the Town.
- 2. Noise.** To reduce noise pollution in order to preserve and enhance the natural and aesthetic qualities of the Town; preserve property values; and preserve neighborhood character.
- 3. Landscaping and Screening.** To ensure that proposed development maximize and retain open space, and is integrated into the natural landscape, minimizing adverse environmental impacts to such features as wetlands, floodplains, and water resource protection recharge areas
- 4. Stormwater Management.** To ensure that development includes adequate provisions or measures to prevent pollution of surface or groundwater, minimize erosion and

sedimentation, prevent changes in groundwater levels, increased run-off and potential for flooding, and minimize adverse impacts to neighboring properties by flooding from excessive run-off.

**5. Site Development Standards.** To ensure that, to the extent practicable, the proposed development is located to preserve and enhance the natural features of the site, to avoid disturbances of environmentally sensitive areas, to minimize adverse impacts of development on adjoining properties, to minimize the alteration of the natural features of the site and to preserve and enhance scenic points, historic buildings and places and similar community assets.

**6. Pedestrian and Vehicular Access; Traffic Management.** to ensure that proposed development and/or redevelopment is designed to (i) minimize hazards to public health and safety as a result of traffic; (ii) provide safe access and circulation on the site for expected vehicles, pedestrians, and emergency vehicles; (iii) provide off-site traffic mitigation, where required, to offset the impact of the development; (iv) reduce the traffic impacts of the proposed development on the area and the Town by incorporating traffic management devices; and (v) minimize the impact on scenic roads, historic districts, natural resources, and community character.

**7. Community Character.** To ensure that the location, size and design, building materials, and operating characteristics of the proposed development is compatible with abutting properties, the natural and built environment in the area, and the surrounding neighborhood.

**8. Utilities; Security; Emergency Systems.** To ensure that proposed development is adequately served by public or private utilities, security systems, and emergency systems.

**9. Fiscal Analysis.** To evaluate the fiscal impact of the proposed development upon the Town's municipal services.

9.3A.2 Procedures; Rules and Regulations. Applicants for special permits for Major Commercial Projects or Major Retail Projects shall submit an application on a form prescribed by the Planning Board. The Planning Board may adopt rules and regulations for the administration of such special permits. The Planning Board may require the establishment of an escrow account, pursuant to M.G.L. c. 44, s. 53G, to cover all or part of the cost of the technical review required by the project, including services provided by, but not limited to, attorneys, traffic engineers, landscape architects, civil engineers, lighting engineers, fiscal analysts, and other professionals.

9.3A.4 Standards. The following standards shall apply to applications for special permits for Major Commercial Projects or Major Retail Projects:

1. Lighting.

A. Shielding. All outdoor light fixtures shall be shielded so as to meet the goals of this Section.



B. Light Trespass. Direct light from the light source is to be confined within the property boundaries.

2. Noise

A. Ambient Noise Level. No person shall operate or cause to be operated any source of sound in a manner that creates a sound level which exceeds 70 dBA or 10 dBA above ambient, whichever is lower, when measured at the property boundary of the receiving land use.

3. Landscaping. To the extent these requirements exceed those set forth in Section 5.0 of this By-law, these requirements shall control:

A. Street Buffer Strip. Except for a required sidewalk, a landscaped buffer strip at least twenty (20) feet wide, continuous except for approved driveways, shall be established adjacent to any public road to visually separate parking and other uses from the road. The buffer strip shall be planted with grass, medium height shrubs, evergreens and shade trees having a minimum four inches in caliper measured four feet from ground level planted at least every thirty (30) feet along the road frontage. Evergreens and shade trees shall be at least eight feet in height at time of planting.

B. District Buffer Strip. A continuous landscaped buffer strip of at least ten (10) feet in width shall be provided and maintained in perpetuity between business and industrial districts and any residential districts and/or property lines. The landscape buffer strip shall be of a density to substantially screen the development in question from view, along the zoning district line in question. Plantings of various approved evergreen species are encouraged and shall be planted at a minimum height of six (6) feet.

C. Large Parking Areas. Parking areas containing over 20 spaces shall have at least one shade tree per ten (10) parking spaces, such tree to be a minimum of 2½ inches in diameter and located either in the parking area or within 10 feet of it. At least 5% of the interior of the parking area shall be maintained with landscaping, including trees, in landscape islands or plots. .

D. Fencing. Fencing may be allowed in lieu or in conjunction with plantings. Design and height of such fencing, with accompanying landscaping, shall be subject to the approval of the Planning Board.

E. Retaining Walls. Retaining walls shall be constructed to a maximum height of four (4) feet. If site conditions require elevation changes of greater than four (4) feet, retaining walls shall be terraced and landscaped.

F. Berms. The Planning Board may require a berm or berms in appropriate circumstances to promote the goals of this section.

G. Screened Areas. Exposed storage areas, refuse disposal facilities, machinery, service areas, truck loading areas, utility buildings and structures and other similar uses shall be screened from view from neighboring properties and streets using dense, hardy evergreen plantings, or earthen berms, or wall or tight fence complemented by evergreen plantings.

H. Maintenance. All landscaping features, structures and areas shall be properly maintained. Dead shrubs or trees shall be replaced within one growing season as a condition of approval.

4. Stormwater Management.

A. Consistency with the Massachusetts Stormwater Management Policy. All development shall comply with the Department of Environmental Protection's (DEP) Stormwater Management Policy (including Phase II Stormwater Management requirements), to ensure that the rate of surface water run-off from the site shall not be increased after construction.

B. Conservation Commission. Where applicable, no special permit shall be issued unless a report shall have been received from the Conservation Commission or the Planning Board's agent that the storm drainage system is consistent with DEP Stormwater Management Policy and that there is sufficient storm drainage capacity to meet the flow demands of the proposed development on-site, and where applicable, without causing surge in those storm drainage lines which serve the project and are consistent with the standards of the Town.

5. Site Development Standards.

A. Land Disturbance. Site/building design shall preserve natural topography, reduce unnecessary land disturbance and preserve natural drainage on the site to the extent possible.

B. Site Design. Placement of buildings, structures, or parking facilities shall relate to the site's scenic qualities and shall blend with the natural landscape.

C. Archeological or Historical Resources. The Planning Board may require applicants to submit the proposed development plan to the Westford Historical Commission and/or the Massachusetts Historical Commission for review and comment regarding possible archaeological or historical resources on the site.

D. Preservation of Existing Vegetation. Priority shall be given to the preservation of existing stands of trees, trees at site perimeter, contiguous vegetation with adjacent sites (particularly existing sites protected through conservation restrictions), and specimen trees.

E. Finished Grade. Finished grades should be limited to no greater than a 3:1 slope, while preserving, matching, or blending with the natural contours and undulations of the land to the greatest extent possible.

F. Topsoil. A minimum of 6" of topsoil shall be placed on all disturbed surfaces which are proposed to be planted.

#### 6. Pedestrian and Vehicular Access; Traffic Management

A. Access. To the extent feasible, access to nonresidential uses and structures shall be provided via one of the following (i) Access via a common driveway serving adjacent lots or premises; (ii) Access via an existing side street; (iii) Access via a cul-de-sac or loop road shared by adjacent lots or premises;

(1) Access via roadways abutting residential districts shall be avoided where possible.

(2) Access and egress to a development with frontage on more than one street shall be in a manner that causes the least impact to the surrounding neighborhoods as determined by the Planning Board.

(3) Access shall be obtained from existing driveways where such access is safe and efficient. Where two or more access ways now exist, the Planning Board may limit access to the more safe and efficient location.

B. Curb Cuts. Curb cuts shall be limited to the minimum width for safe entering and exiting, and shall in no case exceed 30 feet in width unless waived by the Planning Board for commercial truck traffic.

C. Interior Circulation. The proposed development shall ensure safe interior circulation within its site by accommodating and separating pedestrian, bike ways, and vehicular traffic and ensure safe access to all users of the buildings.

D. Transportation Plan Approval. The proposed development shall be subject to a Transportation Plan approved by the Planning Board. The Transportation Plan shall be prepared by a qualified traffic consultant and consist of the following information:

(1) A plan showing the proposed parking, loading, and traffic circulation within the site; access and egress points; and other features related to traffic generated by the proposed use.

(2) A Transportation Impact And Access Study (TIAS), detailing the expected traffic impacts. For proposed development in excess of 25,000 gross square feet or in

excess of 20 peak hour vehicle trips, the required traffic study shall substantially conform to Town of Westford Guidelines for Preparation of a Transportation Impact Assessment and the Institute of Transportation Engineers' "Traffic Access and Impact Studies for Site Development: A Recommended Practice," latest edition . The Planning Board shall approve the geographic scope and content of the study. In addition, the applicant shall submit a Transportation Demand Management (TDM) plan tailored to the specific uses and the geographic location of the site.

(3) Proposed mitigation measures, if any, such as left-turn lanes, roadway widening, signage, signalization of intersections.

E. Level of Service Maintenance or Improvement.

The suggested Level of Service (LOS) of intersections impacted by the traffic generated the development shall be:

1. For newly constructed floor area, LOS "D" or better
2. For all other projects subject to special permit– present LOS if present level of service is "D" or lower

where such suggested standard is not met, or where a proposed project will result in an increase of 10 seconds of delay to a signalized intersection, the PB may require the applicant to provide detailed plans (including reconstruction concepts) that when implemented would result in a intersection LOS as set forth above, or a return to existing conditions, whichever is applicable.

F. Dangerous Intersections. The Planning Board may require safety improvements for any net increase in traffic volumes of 10% or more at an intersection that has an accident history of more than 5 accidents in the last three years for which data is available.

G. Sight Distance. Adequate sight distance shall be provided and maintained at all access locations, egress locations, and all intersections affected by the Development. At a minimum, these site distances shall meet the stricter of the Massachusetts Highway Department and American Association of State Highway Transportation Officials standards for safe-stopping sight distances as detailed in the Town of Westford Traffic and Pedestrian Safety Manual.

H. Pedestrian and Bicycle Safety. Pedestrian and bicycle circulation, and the amenities required thereof, on and off site, shall be in accordance with the following requirements:

- (1) All development and redevelopment shall provide for pedestrian and bicyclist connections on the property, and allow for possible future connections with adjoining

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Current edition is dated 1991 and is available through the Institute of Transportation Engineers, 1099 14th Street, NW, Suite 300 West, Washington, DC 20005-3438 USA, Telephone: 202-289-0222

properties, where deemed appropriate by the Planning Board.

(2) Pedestrian access shall connect to all building entrances with further connections to local pedestrian arteries.

(3) All road and intersection widening and new traffic signals or modification of existing traffic signals required as part of a Development or Redevelopment shall include appropriate bicycle and pedestrian accommodation.

(4) The Planning Board may require proposed development and redevelopment to provide sufficient rights-of-way on their properties to accommodate expected needs for bicycle and pedestrian use in conformance with the general guidelines in the Route 110 Master Plan, Sidewalk Master Plan, and other Master Plans as adopted by the Town.

(5) If the property abuts a public bikeway/ right-of-way, a paved access route to the bikeway may be required.

I. Location of Parking Areas. Where feasible, the Planning Board may require parking areas to be located to the side or behind buildings so as to provide an appropriate setting for the building within the context of the site and neighborhood.

J. Traffic Calming Features. Traffic calming measures such as crosswalks, bike lanes, rumble strips and landscaped islands may be required.

#### 7. Community Character.

A. Compatibility with Neighborhood. The location, size and design, building materials, and operating characteristics of the proposed development shall be compatible with abutting properties, natural and built environment in the area and the surrounding neighborhood, with consideration to be given to the following:

(1) harmony in scale, bulk, massing, architectural character, building materials, placement and density;

(2) generation of traffic and the capacity of surrounding streets;

(3) consistency with the goals and objectives of the Town of Westford Master Plan and with any other applicable plan that has been adopted by the Town.

#### 8. Utilities; Security; Emergency Systems

Projects may not overburden Town infrastructure services including water, gas, electricity and waste water systems. Building design may make use of water-conserving plumbing and minimize the amount of stormwater runoff through the use of best management practices for storm water management. Further, building may be designed to make use of natural and

energy resources efficiently in construction, maintenance, and long term operation of the building, including supporting mechanical systems that reduce the need for mechanical equipment generally and its location on the roof specifically. Compliance with the Leadership in Energy and Environmental Design (LEED) certification standards and other evolving environmental efficiency standards shall be encouraged.

A. Wastewater Treatment and Disposal. The Planning Board shall require a report from the Board of Health confirming that the proposed site development provides for wastewater treatment and or disposal in a manner that is consistent with regulations of the Commonwealth of Massachusetts and the Westford Board of Health.

B. Water. There shall be a report from the Water Department confirming that there shall be sufficient water capacity to meet the flow demands of the proposed use without causing municipal water flow characteristics off-site to fall below the standards adopted by the Town.

C. Site Security. There shall be a certification by the Police Chief or their designee that the petitioner has provided a written plan for site security, which plan has been approved by the Police Chief or their designee.

D. Underground. All electrical, cable and telecommunications services shall be installed underground.

E. Fire Alarm System. There shall be sufficient municipal fire alarm system capacity to meet the operating requirements of the proposed site development and use under applicable codes, regulations, and statutes enforce by the Fire Chief or their designee.

#### 9. Fiscal Analysis.

The proposed development should not place more demand on public services than it generates in tax revenue, or overburden the Town's utilities and infrastructure. The fiscal assessment will also consider how the proposed development would generate an additional need for, or affect the availability of affordable housing (and schools).

##### 9.3A.5 Exemptions. The following are exempt from these special permit standards:

A. Emergency Response. Emergency responses performed by a private entity or a public agency and fire or burglar alarms.

9.3A.6 Waiver of Standards. The Planning Board may, in the course of granting a special permit for the project, waive any of these performance standards where such waiver is not inconsistent with public health and safety, and where such waiver does not undermine the purposes of this section and the proposed development will serve the goals and objectives set forth in Section 9.3A.1,



9.3A.7 Mitigation: Conditions. During the public hearing, the applicant may propose specific design alternatives and/or off-site improvements to municipal facilities to meet the performance standards. Where such proposal is acceptable to the Planning Board, such design alternatives and improvements may be incorporated as a condition in the special permit, if granted. Where such mitigation is required, the Planning Board may impose reasonable conditions, including, but not limited to, the following:

A. Timing. The Planning Board may require that all improvements shall be completed prior to the issuance of either a building permit or a certificate of occupancy for the proposed development. The Planning Board may require that improvements associated with a phased development shall be completed for that phase prior to the issuance of either a building permit or a certificate of occupancy for such phase.

B. Cost of Improvements. The required design work and cost of construction and implementation of improvements required as a condition of a special permit shall be the full responsibility of the Applicant.

C. Cost of Review and Inspection. The cost of review of plans and the cost of periodic inspection of work during construction shall be the full responsibility of the Applicant and shall be charged in accordance with procedural requirements to be adopted and from time to time, as may be amended by the Planning Board.

D. Specifications. All work proposed to improve or upgrade Town utilities and services shall be done according to the specifications established by the Planning Board or the appropriate Town department or official.

E. Road and Intersection improvements. All road and intersection improvements proposed as part of development and redevelopment shall be consistent with local plans, including but not limited to the Route 110 Master Plan and the Sidewalk Master Plan.

9.3A.8 Enforcement. The Planning Board may ensure compliance with these performance standards at the application stage by requiring evidence of probable compliance, whether by example of similar facilities or by engineering analysis, verified by technical peer review. In addition, the Planning Board may require a monitoring program at the applicant's expense for compliance purposes for a time period as may be specified in the special permit.

## **9.4 SITE PLAN REVIEW**

**9.4.1 Applicability.** The following types of activities and uses are subject to site plan review by the Planning Board:

1. Construction, exterior alteration, exterior expansion of a nonresidential or multifamily structure or tower, or change in use;
2. Construction or expansion of a parking lot associated with a nonresidential or multifamily structure or use.

**9.4.2 Exemptions.** This section shall not be construed to apply to those uses otherwise exempt by the provisions of G.L. c. 40A, s. 3.

### **9.4.3 Procedures.**

1. *General.* Applicants for site plan approval shall submit five (5) copies of the site plan to the Planning Board for review. The Planning Board shall review and approve the site plan, with such conditions as may be deemed appropriate, within sixty (60) days of its receipt, and notify the applicant of its decision.
2. *Building Permit.* An application for a building permit shall be accompanied by an approved site plan. Prior to the commencement of any activity set forth in Section 9.4.1, the proponent shall obtain site plan approval from the Planning Board. No building permit shall be issued by the Building Inspector without the written approval of the site plan by the Planning Board, or unless 60 days lapse from the date of the submittal of the site plan without action by the Planning Board.
3. *Uses and Structures Requiring a Variance or Special Permit.* An application for a variance or special permit to conduct any activity set forth in Section 9.4.1 shall also require site plan approval from the Planning Board.

**9.4.4 Plans.** Plans subject to this section shall show:

1. Existing and proposed topography at 2 foot contour intervals;
2. Existing and proposed buildings and structures, including fences, loading areas, accessory buildings, waste disposal areas, and storage areas;
3. Water provision, including fire protection measures;
4. Sanitary sewerage;
5. All utilities serving the site (provisions shall be made to underground all onsite utility services);

6. Storm drainage, including means of ultimate disposal and calculations to support maintenance of the requirements in the Planning Board's Subdivision Rules and Regulations;
7. Parking, access, and egress provisions;
8. Planting, landscaping, buffers, and screening;
9. All boundary line information pertaining to the land sufficient to permit location of same on ground;
10. Compliance with all applicable provisions of this Zoning Bylaw.
11. Compliance with Americans with Disabilities Act (ADA).

**9.4.5 Preparation of Plan.** Site Plans shall be submitted on 24-inch by 36-inch sheets. Plans shall be prepared by a Registered Professional Engineer and a Registered Land Surveyor. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal. All plans shall have a minimum scale of 1"=40'.

**9.4.6 Waiver of Technical Compliance.** The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Section 9.4.4 or 9.4.5 where the project involves relatively simple development plans, and may waive the associated fees for all municipal, state, or federal projects.

**9.4.7 Approval.** [Amended 5-7-2005 ATM Art. 17] Site Plan approval shall be granted upon determination by the Planning Board that the following conditions have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that the following conditions have been satisfied. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the Site Plan, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, so as to:

1. Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and threat of air and water pollution;
2. Maximize pedestrian and vehicular safety both on and offsite;
3. Minimize obstruction of scenic views from publicly accessible locations;

4. Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned;
5. Minimize glare from headlights through plantings or other screening;
6. Minimize lighting intrusion through use of such devices as cutoff luminaries confining direct rays to the site, with fixture mounting not higher than 20 feet;
7. Minimize unreasonable departure from the character and scale of building in the vicinity, as viewed from public ways;
8. Minimize contamination of groundwater from onsite wastewater disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances.
9. Maintain an acceptable level of traffic service, volume and infrastructure which meets the goals of the Master Plan, the Traffic and Pedestrian Safety Manual, and Route 110 Master Plan, the Sidewalk Master Plan, and other Town adopted Master Plans.
10. Encourage alternative methods of transporting people, through public transportation, car pools and van pools, bicycling and walking, rather than near exclusive reliance on single-occupant vehicles.

**9.4.8 Lapse.** Site plan approval shall lapse after three (3) years from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the Planning Board upon the written request of the applicant.

**9.4.9 Regulations.** The Planning Board may adopt and from time to time amend reasonable regulations for the administration of these Site Plan guidelines.

**9.4.10 Fee.** The Planning Board may adopt reasonable administrative fees and technical review fees for site plan review.

**9.4.11 Appeal.** Any decision of the Planning Board pursuant to this Section 9.4 shall be appealed in accordance with G.L. c. 40A, s. 17.

## **9.5 REPETITIVE PETITIONS**

**9.5.1 Amendments.** No proposed change to this Zoning Bylaw which has been unfavorably acted upon by the Town Meeting shall be considered by the Town Meeting within two (2) years after the date of such unfavorable action unless adoption of the proposed change has been recommended in the final report of the Planning Board to the Town Meeting.

**APPENDIX G**  
Program Development Graphics



# GRAPHIC PROGRAM - (Existing Building)

**ENTRY - 230 nsf**



LOBBY  
230 nsf  
incl. RE

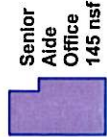
**ADMINISTRATION**  
**- 1,020 nsf**



ADMIN. OFFICER



COA  
Office  
157 nsf



Senior  
Aide  
Office  
145 nsf

**FOOD SERVICE -160 nsf**



**KITCHEN 160 nsf**

## REST ROOMS - 118 nsf



HC WC  
47 sf



HC WC 22 sf  
17 sf

SENIOR CENTER: NET SQUARE FEET x Gross/Net Factor = 7,076 nsf x 1.34 = 9,470 GSF\*  
\*not including basement

**CAMERON SENIOR CENTER, Westford, MA**  
*Existing Building Program - GRAPHIC PROGRAM*

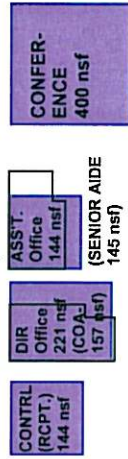
**CatlinArchitecture**  
www.catlinarchitecture.com 617-770-2440

# GRAPHIC PROGRAM - (From Senior Ctr. Needs Assessment Draft 3/06)

ENTRY - 144 nsf

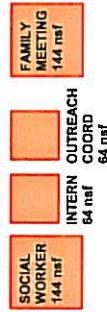


ADMIN. - 1,554 nsf  
(1,020 nsf)



SOCIAL SERVICES

- 416 nsf

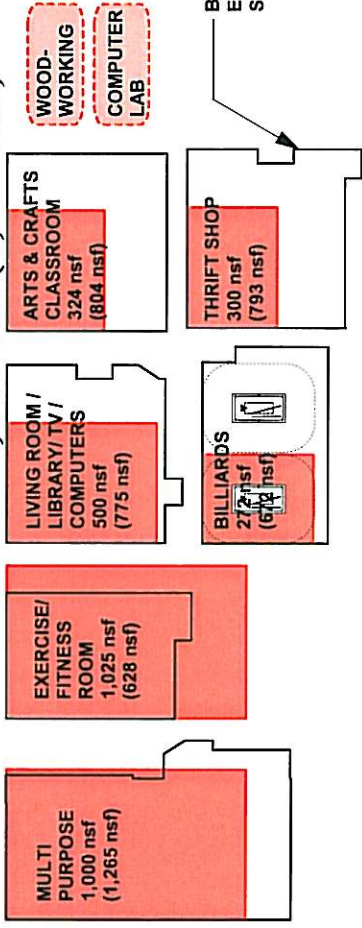


FOOD SERVICE

-300 nsf (160 nsf)

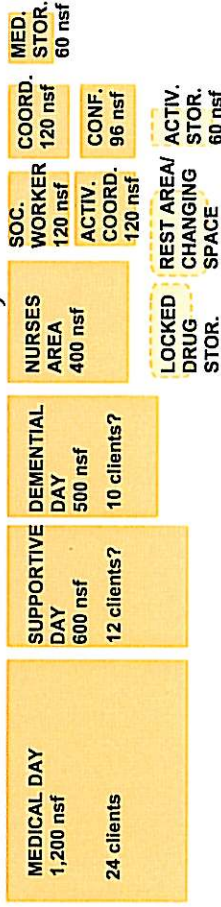


PROGRAM AREAS - 3,400 nsf (4,977 nsf)

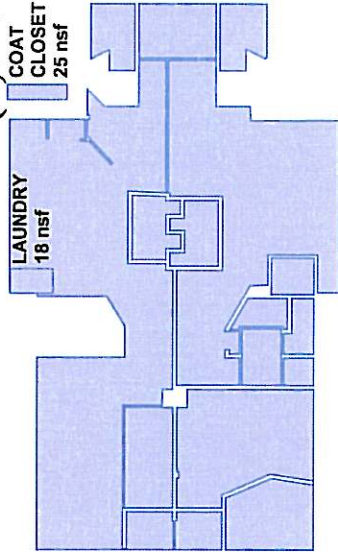


BLACK OUTLINES DENOTE EXISTING BUILDING SPACES FOR COMPARISON

ADULT DAY PROGRAM - 3,216 nsf



SUPPORT - 25 nsf + (3,648 nsf in basement)



REST ROOMS "GENERAL"



NET SQUARE FEET 9,055 nsf  
(not including basement)

CAMERON SENIOR CENTER, Westford, MA

Graphic Program According to Senior Ctr. Needs Assessment Draft 3/06

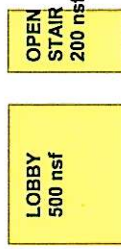
CatlinArchitecture

www.catlinarchitecture.com 617-770-2440



# GRAPHIC PROGRAM - (Proposed)

## ENTRY - 700 nsf



## ADMIN. - 1,150 nsf



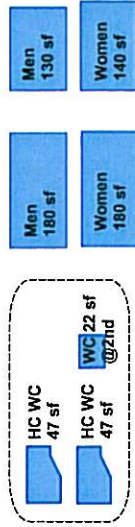
## SOCIAL SVCS - 522 nsf



## FOOD SERVICE - 625 nsf

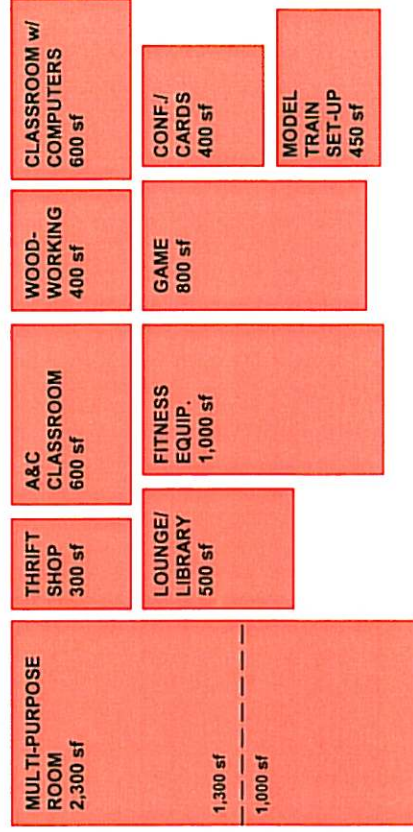


## REST ROOMS - 748 nsf

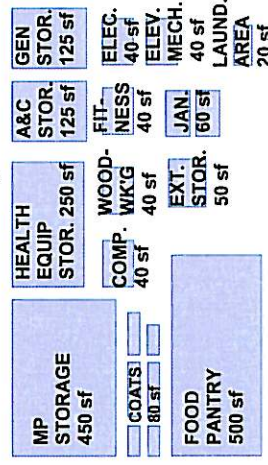


EXISTING @1st / 2nd FLOORS

## PROGRAM AREAS - 7,350 nsf

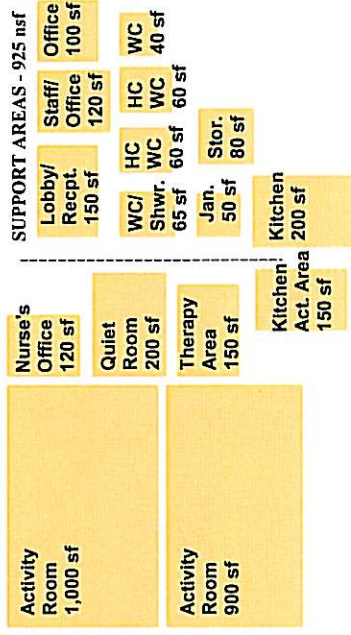


## SUPPORT - 1,860 nsf



## ADULT DAY PROGRAM +/-3,500 nsf

ACTIVITY AREAS - 2,520 nsf (Assumes 50 clients)



SENIOR CENTER: 12,946 nsf x 1.30 Gross/Net Factor = 16,830 GSF\*

ADULT SUPPORTIVE DAY: 3,500 nsf x 1.2 Gross/Net Factor = 4,200 GSF

\*not including basement

CAMERON SENIOR CENTER, Westford, MA

Proposed - GRAPHIC PROGRAM 1-03-07

CatlinArchitecture

www.catlinarchitecture.com 617-770-2440

**APPENDIX H**  
Renovation Only Cost Breakdown

## Ryan Nevidomsky

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**From:** Heidi Sokol  
**Sent:** Thursday, March 15, 2007 10:41 AM  
**To:** Ryan Nevidomsky  
**Subject:** FW: Cameron Senior Center Feasibility Study

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**From:** John H. Catlin  
**Sent:** Tuesday, March 13, 2007 4:39 PM  
**To:** Heidi Sokol; Karen Cavanagh  
**Subject:** Re: Cameron Senior Center Feasibility Study

Hi Karen

The estimate dated 1.10.07 is the breakdown of the old building showing what needs to be done to it - leaving the program "as is" on the first and second floors and adding new program to the basement with the elevator extended down to the basement level. Note: The elevator is a four stop unit with the half level entry remaining unchanged.

It would require a new program and a re-design to envision what the two existing floors would be if the building was not expanded as shown. I would suggest, for planning purposes, to carry an additional \$100/sf for the first and second floors. This would figure to be, roughly,  $8,500\text{sf} \times \$130/\text{sf} = \$1,105,000$  additional to the \$1,330,604 or \$2,435,604 plus related soft costs at 15%.

- = \$100 + 7% General Conditions + 10% P&O + 10% Contingency = \$130/sf

JC

On 3/13/07 10:20 AM, "Heidi Sokol" <HSokol@jcaarch.com> wrote:

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**From:** Karen Cavanagh [<mailto:karencav@verizon.net>]  
**Sent:** Monday, March 12, 2007 8:31 PM  
**To:** Heidi Sokol  
**Subject:** RE: Cameron Senior Center Feasibility Study

Hi Heidi,

Any chance we can get the estimates broken down by the old and new portions of the building by Tuesday night's meeting with the BOS?

Thanks-Karen

---

**From:** Heidi Sokol [<mailto:HSokol@jcaarch.com>]  
**Sent:** Tuesday, March 06, 2007 2:17 PM  
**To:** karencav@verizon.net  
**Subject:** Cameron Senior Center Feasibility Study

3/15/2007



Hi Karen!

We were wondering how the meeting with the Selectmen went. Please give me or John a call.

Thanks.

Heidi Sokol, AIA  
Catlin Architecture  
10 Granite Street  
Quincy, MA 02169  
email [hsokol@jcaarch.com](mailto:hsokol@jcaarch.com)  
tel 617-770-2440  
fax 617-770-2442

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John Catlin, AIA  
Catlin Architecture  
10 Granite Street  
Quincy, MA 02169  
617 770.2440 t  
617 770.2442 f  
[jcatlin@jcaarch.com](mailto:jcatlin@jcaarch.com)

New Hampshire Audubon  
"Protecting New Hampshire's natural environment for wildlife and people"